



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

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| ANNOUNCEMENT NUMBER: 11-05-084 | OPENING DATE: 11-08-05 | CLOSING DATE: 11-29-05 | OPEN TO ALL APPLICANTS |
| POSITION: Trial Coordinator JS-945-10 | TYPE OF APPOINTMENT: Career Service | SALARY RANGE: \$47,755-\$62,086 DC Courts non-judicial employees receive federal retirement and benefits. | |
| DIVISION: Criminal | LOCATION: 500 Indiana Avenue, NW | TOUR OF DUTY: Full-time | |

BRIEF DESCRIPTION OF DUTIES: Works with judicial officers, prosecutors, defense counsel and police department to ensure that cases set for trial are ready to proceed. Monitors returned jackets to ensure that all entries and corresponding paperwork are complete and correct. Interprets jacket entries and enters data into the criminal information system (CourtView). Ensures proper processing of defendants. Coordinates preparation of daily Prisoner Transfer Request. Compiles statistical data for use by upper management. Reviews and certifies Judgement Orders.

MINIMUM QUALIFICATIONS: Six years of general experience in an office setting, including at least two years in a court, law firm or similar office. Equivalent levels of relevant education and experience may be substituted. Please submit a copy of your most recent performance evaluation with your application, if available.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe separately experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.

1. General knowledge of policies and procedures used in criminal cases, as well as legal requirements pertaining to prisoner custody.
2. Ability to review and evaluate case jackets and case management system updates for completeness and correctness of entries.
3. Ability to use a personal computer, word processing and spreadsheet software to generate statistical and other reports.
4. Ability to communicate effectively, orally and in writing, with a wide variety of persons including court personnel, attorneys, police officers, and staff from other victim assistance offices.

SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral interview may be required of the highest qualified candidates.

Submit Court Application and Ranking Factors to:

DC Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001.

For further information call (202) 879-0496, FAX (202) 879*4212 or visit us on the web at www.dccourts.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.